

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF 14
2. CONTRACT NO. SP0300-03-D-V902	3. AWARD/EFFECTIVE DATE 30 July 03	4. ORDER NUMBER	5. SOLICITATION NUMBER SP0300-03-R-D042	6. SOLICITATION ISSUE DATE 06/13/2003	
7. FOR SOLICITATION INFORMATION CALL: ▶			a. NAME MARY JEAN STELTZ, CONTRACT SPEC		b. TELEPHONE NUMBER (No collect calls) 215-737-7193
9. ISSUED BY DEFENSE SUPPLY CENTER PHILADELPHIA DIRECTORATE OF SUBSISTENCE, BLDG. 6 700 ROBBINS AVENUE PHILADELPHIA, PA 19111-5092 Attn: DSCP-HFVE NOTE: MAIL/HANDCARRY/TRANSMIT OFFER AS SPECIFIED ON PAGE 3			CODE SP0300	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 311511 SIZE STANDARD: 500	
15. DELIVER TO SEE SCHEDULE PAGES 13-14			CODE	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING NA 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
17a. CONTRACTOR/OFFEROR OAKHURST DAIRY 364 FOREST AVENUE TELEPHONE NO. (207) 772-7468			CODE	18a. PAYMENT WILL BE MADE BY SEE PAGE 15	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA 25% min 831,396.75				26. TOTAL AWARD AMOUNT (For Govt. Use Only) 125,589.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. SP0300-03-R-D042 OFFER DATED 6/18/03 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR P. Hans Granwell			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Raymond F. Jacquette, III		
30b. NAME AND TITLE OF SIGNER (Type or print) P. HANS GRANWELL		30c. DATE SIGNED 6/18/03	31b. NAME OF CONTRACTING OFFICER (Type or print) RAYMOND F. JACQUETTE, III		31c. DATE SIGNED 7/30/03

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Contract Period: 04 Aug 03 - 31 Jul 04 for various activities in Maine and New Hampshire (see attached)				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED
 ☐ INSPECTED
 ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
-----------------	--------------------	------------------------------------	--	------------------

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT (Location)
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

SCHEDULE OF SUPPLIES/SERVICES

**GROUP I - NAS BRUNSWICK DINING FACILITY, ME
 US NAVY VESELS AT BATH IRON WORKS, ME
 US COAST GUARD GROUP, PORTLAND, ME
 US COAST GUARD EXCHANGE, PORTLAND, ME
 US NAVY VESSELS IN PORTSMOUTH NAVAL SHIPYARD, NH
 US COAST GUARD VESSELS IN PORTSMOUTH, NH
 NEW HAMPSHIRE AIR NATIONAL GUARD, PEASE ANG BASE, NH**

<u>ITEM NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST. TOTAL QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
<i>MILK,WHOLE</i>					
1.	PINT CATALOG NO. <u>11</u>	900	PT	\$ <u>0.45</u>	\$ <u>405.00</u>
	USCG PORTLAND EXCHANGE	900			
2.	QUART CATALOG NO. <u>5</u>	5,000	QT	\$ <u>0.59</u>	\$ <u>2,950.00</u>
	USCG PORTLAND EXCHANGE	5,000			
3.	HALF GALLON CATALOG NO. <u>25</u>	28,000	½ GL	\$ <u>0.95</u>	\$ <u>26,600.00</u>
	USCG PORTLAND EXCHANGE	28,000			
4.	GALLON CATALOG NO. <u>29</u>	2,500	GL	\$ <u>1.89</u>	\$ <u>4,725.00</u>
	USCG PORTLAND EXCHANGE	2,500			
<i>MILK,LOW FAT (1.5%)</i>					
5.	QUART CATALOG NO. <u>17</u>	2,500	QT	\$ <u>.052</u>	\$ <u>1,300.00</u>
	USCG PORTLAND EXCHANGE	2,500			
6.	HALF GALLON CATALOG NO. <u>18</u>	30,000	½GL	\$ <u>0.86</u>	\$ <u>25,800.00</u>
	USCG PORTLAND EXCHANGE	30,000			

<u>ITEM NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST. TOTAL QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
7.	GALLON CATALOG NO. <u>27</u>	3,000	GL	\$ <u>1.65</u>	\$ <u>4,950.00</u>
	USCG PORTLAND EXCHANGE	3,000			
8.	BULK, 5 GALLON PRICE PER CO. <u>\$8.25</u> CATALOG NO. <u>385</u>	2,000	GL	\$ <u>1.65</u>	\$ <u>3,300.00</u>
	NAS BRUNSWICK	2,000			
	<i>MILK, REDUCED FAT (2%)</i>				
9.	DELETED				
10.	HALF GALLON CATALOG NO. <u>47</u>	2,000	½GL	\$ <u>0.52</u>	\$ <u>1,040.00</u>
	USCG PORTLAND EXCHANGE	2,000			
11.	DELETED				
	<i>MILK, SKIM (NONFAT)</i>				
12.	QUART CATALOG NO. <u>110</u>	3,000	QT	\$ <u>0.46</u>	\$ <u>1,380.00</u>
	USCG PORTLAND EXCHANGE	3,000			
13.	HALF GALLON CATALOG NO. <u>116</u>	21,000	½GL	\$ <u>0.70</u>	\$ <u>14,700.00</u>
	USCG PORTLAND EXCHANGE	21,000			
	<i>MILK, CHOCOLATE FLAVORED, WHOLE</i>				
14.	PINT CATALOG NO. <u>40</u>	2,000	PT	\$ <u>0.52</u>	\$ <u>1,040.00</u>
	USCG PORTLAND EXCHANGE	2,000			
15.	QUART CATALOG NO. <u>210</u>	5,000	QT	\$ <u>0.80</u>	\$ <u>4,000.00</u>
	USCG PORTLAND EXCHANGE	5,000			

<u>ITEM</u> <u>NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST.</u> <u>TOTAL</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>AMOUNT</u>
	<i>MILK, CHOCOLATE FLAVORED, LOWFAT</i>				
16.	PINT CATALOG NO. <u>223</u>	1,500	PT	\$ <u>0.47</u>	\$ <u>705.00</u>
	USCG PORTLAND EXCHANGE	1,500			
17.	BULK, 5 GALLON BIB PRICE PER CO. <u>8.85</u> CATALOG NO. <u>375</u>	500	GL	\$ <u>1.77</u>	\$ <u>885.00</u>
	NAS BRUNSWICK	500			
	<i>CREAM, HEAVY WHIPPING, ULTRA PASTEURIZED</i>				
18.	HALF PINT CATALOG NO. <u>325</u>	900	½ PT	\$ <u>0.75</u>	\$ <u>675.00</u>
	USCG PORTLAND EXCHANGE	900			
19.	DELETED				
	<i>CREAM, LIGHT WHIPPING, ULTRA PASTEURIZED</i>				
20.	DELETED				
	<i>CREAM, LIGHT TABLE, ULTRA PASTEURIZED</i>				
21.	PINT CATALOG NO. <u>330</u>	200	PT	\$ <u>0.85</u>	\$ <u>170.00</u>
	USCG PORTLAND EXCHANGE	200			
	<i>EGGNOG</i>				
22.	QUART CATALOG NO. <u>510</u>	800	QT	\$ <u>1.20</u>	\$ <u>960.00</u>
	USCG PORTLAND EXCHANGE	800			

<u>ITEM NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST. TOTAL QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
23.	HALF GALLON CATALOG NO. <u>511</u>	800	½GL	\$ <u>2.20</u>	\$ <u>1,760.00</u>
	USCG PORTLAND EXCHANGE	800			
	<i>HALF AND HALF, ULTRA PASTERIZED</i>				
24.	PINT CATALOG NO. <u>320</u>	2,000	PT	\$ <u>0.75</u>	\$ <u>1,500.00</u>
	USCG PORTLAND EXCHANGE	2,000			
25.	QUART CATALOG NO. <u>323</u>	1,000	QT	\$ <u>1.15</u>	\$ <u>1,150.00</u>
	USCG PORTLAND EXCHANGE	1,000			
	<i>BUTTERMILK, ACIDIFIED OR CULTURED, SKIM (NONFAT)</i>				
26.	DELETED				
	<i>SOUR CREAM, CULTURED OR ACIDIFIED</i>				
27.	HALF PINT CATALOG NO. <u>492</u>	1,000	½ PT	\$ <u>0.68</u>	\$ <u>680.00</u>
	USCG PORTLAND EXCHANGE	1,000			
28.	PINT CATALOG NO. <u>494</u>	2,200	PT	\$ <u>1.05</u>	\$ <u>2,310.00</u>
	USCG PORTLAND EXCHANGE	2,200			
29.	5 LB CO CATALOG NO. <u>496</u>	200	CO	\$ <u>4.15</u>	\$ <u>830.00</u>
	NAS BRUNSWICK	200			

<u>ITEM</u> <u>NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST.</u> <u>TOTAL</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>AMOUNT</u>
---------------------------	--------------------------	--	-------------	-----------------------------	---------------

*CHEESE, COTTAGE, LOWFAT,
SMALL OR LARGE CURD*

30.	16 OZ CONTAINER CATALOG NO. <u>418</u>	1,700	LB	\$ <u>1.19</u>	\$ <u>2,023.00</u>
-----	---	-------	----	----------------	--------------------

USCG PORTLAND EXCHANGE 1,700

31.	5 LB CONTAINER PRICE PER CO. <u>\$4.39</u> CATALOG NO. <u>427</u>	2,250	LB	\$ <u>0.88</u>	\$ <u>1,980.00</u>
-----	---	-------	----	----------------	--------------------

NAS BRUNSWICK 2,250

*CHEESE, COTTAGE, REGULAR,
SMALL OR LARGE CURD*

32.	16 OZ CONTAINER CATALOG NO. <u>415</u>	1,700	LB	\$ <u>1.19</u>	\$ <u>2,023.00</u>
-----	---	-------	----	----------------	--------------------

USCG PORTLAND EXCHANGE 1,700

YOGURT, PLAIN, LOWFAT, CHILLED

33.	6 OZ CO CATALOG NO. <u>815</u>	1,000	CO	\$ <u>0.56</u>	\$ <u>560.00</u>
-----	-----------------------------------	-------	----	----------------	------------------

USCG PORTLAND EXCHANGE 1,000

YOGURT, FLAVORED, LOWFAT, CHILLED

34.	6 OZ CO	1,000	CO	\$ <u>0.56</u>	\$ <u>560.00</u>
-----	---------	-------	----	----------------	------------------

TYPE: BLENDED

AVAILABLE FLAVORS AND
CORRELATING PRODUCT CODE(S)

<u>ASSORTED</u>	<u>800</u>	<u>FRENCH VANILLA</u>	<u>812</u>
<u>MANGO</u>	<u>802</u>	<u>BLUEBERRY</u>	<u>831</u>
<u>MIXED BERRY</u>	<u>805</u>	<u>RASPBERRY</u>	<u>832</u>
<u>BLACK CHERRY</u>	<u>808</u>	<u>STRAWBERRY</u>	<u>833</u>

SPECIFY QUANTITY PER PACK 12

USCG PORTLAND EXCHANGE 1,000

<u>ITEM NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST. TOTAL QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
	<i>JUICE, ORANGE, FRESH, OR JUICE, ORANGE FROM CONCENTRATE, CHILLED</i>				
35.	QUART CATALOG NO. <u>619</u>	1,000	QT	\$ <u>0.75</u>	\$ <u>750.00</u>
	USCG PORTLAND EXCHANGE 1,000				
36.	HALF GALLON CATALOG NO. <u>620</u>	1,000	½GL	\$ <u>1.25</u>	\$ <u>1,250.00</u>
	USCG PORTLAND EXCHANGE 1,000				
	<i>FRUIT FLAVORED DRINKS, CHILLED</i>				
37	HALF GALLON, CHILLED	2,000	½ GL	\$ <u>0.85</u>	\$ <u>1,700.00</u>
	AVAILABLE FLAVORS AND CORRELATING PRODUCT CODE(S)				
	<u>LEMONADE</u>	<u>630</u>			
	<u>ICED TEA</u>	<u>631</u>			
	<u>FRUIT PUNCH</u>	<u>638</u>			
	USCG PORTLAND EXCHANGE 2,000				
38.	DELETED				
39.	DELETED				
	<i>MILK,WHOLE</i>				
40	BULK, 5 GALLON CATALOG NO. <u>370</u>	1,000	CO	\$ <u>9.45</u>	\$ <u>9,450.00</u>
	<i>MILK, SKIM (NONFAT)</i>				
41	BULK, 5 GALLON CATALOG NO. <u>380</u>	100	CO	\$ <u>7.95</u>	\$ <u>795.00</u>
	<i>BUTTERMILK</i>				
42	QUART CATALOG NO. <u>485</u>	100	QT	\$ <u>0.75</u>	\$ <u>75.00</u>

<u>ITEM</u> <u>NO.</u>	<u>SUPPLIES/SERVICES</u>	<u>EST.</u> <u>TOTAL</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>AMOUNT</u>
	<i>ICE CREAM MIX, VANILLA, CHL, MIN 5% MILK FT</i>				
43.	2.5 GL BAGS, 2/BOX CATALOG NO. <u>538</u>	100	GL	\$ <u>2.58</u>	\$ <u>258.00</u>
	<i>ICE CREAM MIX, CHOC, CHL, MIN 5% MILK FT</i>				
44.	2.5 GL BAGS, 2/BOX CATALOG NO. <u>543</u>	100	GL	\$ <u>2.68</u>	\$ <u>268.00</u>
45.	DELETED				
	<i>MILK, CHOCOLATE FLAVORED, LOWFAT</i>				
46.	QUART CATALOG NO. <u>210</u>	100	QT	\$ <u>0.80</u>	\$ <u>80.00</u>

ESTIMATED TOTAL GROUP I: \$ 125,587.00

ORDER PLACEMENT – GROUP I

A. Customers will place their orders to accommodate a “skip day” delivery (e.g. an order placed on 1 March would have a required delivery date of 3 March). Orders may be placed with a longer lead-time; however, the minimum lead-time is “skip day”.

B. The vendor shall advise the customer by 12 noon on the skip day of the non-availability of an item. If it appears that the vendor does not expect a stock replenishment in sufficient time to fulfill the requirement, the vendor should offer the customer a substitute, or advise them of the not-in-stock position of the item. The customer will make the final decision on the acceptability for any substitutions.

C. A substitute item must be of equal or higher technical quality and equal or lower in price.

D. All orders will be placed via facsimile

Point of Contact (Name and Telephone#)

Cathy Pesce 207-879-1260

Fax number for where customer(s)' orders are to be sent:
Area Code (888) 329-6664

FRESHNESS REQUIREMENTS FOR DAIRY PRODUCTS:

A. Fluid dairy products and other dairy products shall have sufficient remaining shelf life commensurate with good commercial practice and at a minimum:

1. Milk, Whipping Cream (fresh), Cream (fresh), Eggnog and Half and Half (fresh) must be delivered within 72 hours after pasteurization:
2. Half and Half (ultra-pasteurized), and Buttermilk must be delivered within 96 hours after pasteurization:
3. Whipping Cream (ultra-pasteurized) and Cream (ultra-pasteurized) must be delivered within 14 days after packaging:
4. Cottage Cheese, cultured, normal shelf life, must be delivered within 4 days after date of packaging, Cottage Cheese, acidified, normal shelf life, must be delivered within 5 days after date of packaging, Cottage Cheese, cultured or acidified, extended shelf life, must be delivered within 7 days after date of packaging:
5. Sour Cream must be delivered within 7 days after pasteurization:
6. Ice Milk Mix, fresh (soft serve), Milk Shake Mix, fresh (direct draw) must be delivered within 120 hours after manufacture:
7. Yogurt, must not be older than 21 days from the date of pack.
8. Ice Cream must be delivered within 120 days after manufacturing and packaging except for Novelties which will be delivered within 180 days after manufacturing and packaging.

PACKAGING, PACKING, AND LABELING:

A. All packaging and packing shall be in accordance with good commercial practice. Labeling shall be in accordance with commercial labeling complying with the Federal Food, Drug, and Cosmetic Act and regulations promulgated thereunder.

B. All items must be identified with readable dates (open code dates), or coded dates. Contractors who do not use open dating will provide a product code number key listing. The product code number key listing shall explain the actual date of production or processing. Copies of key-code listing will be furnished to each destination receiving officer and each destination inspection agency with the first delivery.

DELIVERY SCHEDULE

NAS BRUNSWICK, ME

NAVAL AIR STATION BRUNSWICK
NEPTUNE HALL
NEPTUNE DRIVE
BLDG. 201
BRUNSWICK, ME 04011-5000

REQUIREMENTS: 2 DAYS PER WK., MONDAY & THURSDAY

DELIVERY TIME: 6:00 A.M. – 3:00 P.M.

POC: MSCM DOUGLAS WHITE
207-921-2293 FAX: 215-921-2185

USCG GROUP PORTLAND, ME

DINING FACILITY
259 HIGH STREET
BLDG. 201
SOUTH PORTLAND, ME 04106

REQUIREMENTS: 1 DAY PER WK ON MONDAY

DELIVERY TIME: 6:00 A.M. – 10:00 A.M.

POC: GARY HILLS
207-767-0379 FAX: 207-767-0346

USCG EXCHANGE, PORTLAND, ME

U.S. COAST GUARD EXCHANGE
2112 BROADWAY
SOUTH PORTLAND, ME 04106

**REQUIREMENTS: 4 DAYS PER WK, MONDAY, TUESDAY, THURSDAY
AND FRIDAY**

DELIVERY TIME: 8:00 A.M. – 10:00 A.M.

POC: JACKIE DOYLE
207-842-9197 FAX: 207-842-5973

VESSELS AT PORTSMOUTH NAVAL SHIPYARD, NH

Bldg. 170
Portsmouth, NH 03801

**REQUIREMENTS, DELIVERY TIMES, AND POC MAY VARY DEPENDING
ON VESSELS IN PORT.**

BATH IRON WORKS, ME
PRECOM UNIT CARNEY DDG-64
NORTH PIER
C/O BATH IRON WORKS WASHINGTON ST.
BATH, ME 04530

**REQUIREMENTS, DELIVERY TIMES, AND POC MAY VARY DEPENDING
ON VESSELS IN DOCK.**

NEW HAMPSHIRE AIR NATIONAL GUARD
302 NEW MARKET ST.
BLDG. 145
PEASE ANG BASE, NH 03803

REQUIREMENTS: 1 DAY PER WK. ON THURSDAY

DELIVERY TIME: 6:00 A.M. – 11:00 A.M.

POC: GEORGE LITTLE
603-430-3259 FAX: 603-430-3290

FOR ALL ACTIVITIES OTHER THAN THE COAST GUARD EXCHANGE, INVOICES SHOULD BE MAILED TO / PAYMENT WILL BE MADE (ELECTRONICALLY) BY

DFAS COLUMBUS CENTER
ATTN: DFAS-CO-LSCBB
P.O. BOX 182317
COLUMBUS, OH 43218-6260

The following are the elements necessary on EVERY vendor invoice for prompt payment by DFAS Columbus, OH.

1. **CONTRACT NUMBER** - i.e. SP0300-02-D-W####. This number will remain constant through the life of the contract. Note: The contract number will be different from the solicitation number. Do **not** use the solicitation number.
2. **CALL NUMBER** - i.e. 274B. This is the Julian date of the purchase order and a customer ID letter. This number will change with every order, although the letter will remain consistent.
3. **LEAD CLIN NO.** - i.e. 008. This is the line item number on the purchase order. This number will change with every order.
4. **PURCHASE ORDER NUMBER** - i.e. M1115092743186. This number will change with every order.
5. **REQUIRED DELIVERY DATE (RDD)** - i.e. 10/4/02. This date will change with every order.

Each STORES order will contain the above information. Each contractor is responsible for extracting the correct information from the STORES order for use on each invoice. This information may be written on the invoice. In such cases please ensure that the information is correct and legible.

Invoices submitted without the above information included will result in NON-PAYMENT of those invoices. DSPC will **NOT** take responsibility for any invoice submitted to DFAS for payment without this information.

FOR THE COAST GUARD PORTLAND EXCHANGE, INVOICES SHOULD BE MAILED TO / PAYMENT WILL BE MADE BY:

US COAST GUARD EXCHANGE SYSTEM
US COAST GUARD ACADEMY
15 MOHEGAN AVE.
ATTN: ACCOUNTING
CHASE HALL, NEW LONDON, CT 06320

(NOTE: INFORMATION STATED IN PARAGRAPH ABOVE NOT REQUIRED FOR COAST GUARD EXCHANGE INVOICES.)